

**Commerce, Industry and Tourism Branch
Commerce and Economic Development Bureau**

**Environmental Report
for the Period from April 2013 to March 2014**

Introduction

This Report sets out the environmental policy, commitments and progress of green management measures taken by the Commerce, Industry and Tourism Branch of the Commerce and Economic Development Bureau for the period from April 2013 to March 2014.

The Commerce, Industry and Tourism Branch (CITB) is responsible for the formulation and co-ordination of policies and strategies in relation to Hong Kong's external commercial relations, inward investment promotion, tourism, intellectual property protection, consumer protection and competition. It also oversees the development of policies and programmes for the industrial and trade sectors, as well as small and medium enterprises. There are five departments under CITB, namely the Trade and Industry Department, the Invest Hong Kong, the Intellectual Property Department, the Post Office and the Hong Kong Observatory. CITB is also supported by a network of eleven overseas Hong Kong Economic and Trade Offices.

Since August 2011, CITB headquarters and the Tourism Commission (TC)'s main office have been located at Central Government Offices (CGO) in Tamar and is under the management of the Administration Wing. The Travel Agents Registry (TAR), the sub-office of TC, is still in leased premises at Hopewell Centre, Wanchai. The five departments and the Hong Kong Economic and Trade Offices under CITB's purview operated independently in separate local and overseas premises.

Our Environmental Policy

CITB fully supports the Government's commitment to conserve energy for sustainable development. This policy is shared by the five departments which implement their own green measures and publish their respective environmental reports.

The work of CITB is entirely office-based. We strive to provide a green office environment for the workplace and ensure that our operation is conducted in an environmentally conscious and responsible manner.

Our Green Measures

In working towards a better and healthier future, we have continued to protect and conserve the environment through –

- adopting technologies and green housekeeping measures for energy conservation, paper saving and using environmental friendly products;
- promoting waste reduction, re-using and recycling resources on an on-going basis; and
- promulgating our environmental policy and encouraging staff participation in environmental protection activities.

(I) Energy Conservation

As CITB headquarters and TC's main office located at CGO in Tamar is under the management of the Administration Wing, green measures on conserving electricity consumption and waste recycling among bureaux and offices in the building is centrally monitored by the Administration Wing.

For the leased office accommodation of TAR at Hopewell Centre, the overall electricity consumption had increased by 5.01% (from 38 947 kWh in 2012-13 to 40 898 kWh in 2013-14). The increase of electricity consumption was mainly due to the longer working hours of staff in handling licensing matters (e.g. new and renewal applications, revocation of licences, default cases and suspected unlicensed cases) and more frequent use of the conference room for various purposes, including the E-levy project and meetings with travel agents etc.. The corresponding indirect emission of SO₂, NO_X and respirable suspended particulars were 78.12 kg, 47.44 kg and 2.45 kg respectively.

We have adopted the following energy saving measures to upkeep our performance in electricity consumption –

- (a) ***Air-conditioning***: During summer time, the average office temperature at Tamar was maintained within the range from 22-26°C. Colleagues were encouraged to dress lightly and lower window blinds to reduce direct sunlight. We also arranged regular cleansing for the dust-filters and fan coil units of our

air-conditioning system to achieve more efficient energy consumption. Air conditioning after standard supply hours was only provided on an operational need basis and under special circumstances.

- (b) **Lighting:** Officers were reminded to switch off the lights and desktop computers in their cellular offices when they were out for meetings, lunch and at the end of their workday. In addition, we have also affixed energy saving stickers on the electrical equipment (e.g. photocopier) in open areas as a gentle reminder to staff.

Motion sensors were installed at Tamar offices to enable automatic control of lightings. General office lightings would be automatically switched off when the designated area was idle. Light sensors have also been installed along the window side, allowing automatic dimming of lights when the natural sunlight was adequate for office operation.

- (c) **Office Equipment and Facilities:** In 2013-14, we continued to use energy efficient models and reduce the number of office machines required whenever practicable. The computer monitors and printers acquired in the year were all equipped with auto switch-off or energy saving function. We had also enabled power management features on the office equipment and installed digital timers to the air purifiers, microwave ovens and water dispensers to enable automatic switching off of the appliances after office hours.
- (d) **Green Management of Data Centre:** We regularly monitored and measured the server utilizations with a view to identifying underutilized servers for consideration of consolidation or virtualization. All servers and network equipment procured in the year were specified with wide ranges of operating temperatures and humidity for energy saving. Unused IT systems were decommissioned and idle IT equipments were shut down.

To ensure all lighting, electrical appliances and office equipments were properly switched off when not in use after office hours, we have set up a special inspection team to regularly patrol the common areas and workplaces. They would report on any non-compliance cases noticed during patrolling.

(II) Savings on Paper Consumption

The overall paper consumption has increased by 5.28% (from 4,549 reams in 2012-13 to 4,789 reams in 2013-14). The increase was mainly due to increased number of meetings and tendering exercises held during the year.

Despite the increased paper consumption, we have maintained our efforts to make use of recycled paper as far as possible. In 2013-14, 100% of the paper consumed was recycled paper.

In addition, we have also actively promoted/undertaken the following paper savings measures in the office –

- (a) **Computer-aided facility management system:** An electronic Resource Reservation System has been put in place to facilitate the booking of conference rooms, IT equipment and other common facilities.
- (b) **E-communication:** All staff were provided with e-mail access. The majority of communications, both external and internal, were made through emails.
- (c) **E-bulletin boards:** E-bulletin boards were used for the dissemination of information to replace hard copies. There were a total of 18 e-bulletin boards in our Branch's LAN system.
- (d) **Reduced use of paper cups and plastic bottles:** The use of paper cups and plastic bottles has been kept to a minimum. In 2013-14, no bottled water had been provided for meetings.
- (e) **Re-use of paper:** Staff were encouraged to re-use the used papers for drafting, printing or photocopying of file records and news clippings. Envelopes and file jackets were also re-used as far as possible.
- (f) **Double-side printing:** The network printers and desk-top printers were equipped with duplex function to facilitate printing on both sides. Staff were encouraged to print multiple pages on a single sheet of paper and to preview documents before printing to avoid abortive printing.

(III) Waste Management

We have arranged waste paper collection bags to separate waste paper from other wastes for recycling. In 2013-14, we collected a total of 17 942 kg of waste paper and all used recyclable toner cartridges for recycling.

(IV) Green Procurement

We continued to use recyclable toner cartridges for our printers and fax machines as far as possible. 95% of the toner cartridges used were recycled products. The remaining 5% was used for color network printers which could not support recyclable toner cartridges products for technical reason. In addition, we also acquired recyclable stationery products and used degradable plastic bags for garbage bins.

(V) Pollution Prevention

Unleaded fuel was used by our departmental cars. Chauffeurs and motor drivers were reminded of the requirement to switch off the vehicle engines while waiting. To enhance fuel efficiency, they were instructed to drive at a steady speed and avoid sudden braking. Staff were also encouraged to use public transport whenever possible, and to maximize the use of departmental vehicle by combining trips and the use of pool cars.

Apart from adopting the green measures as mentioned above, we also placed some topical green tips on the e-bulletin board to promote energy saving, reduce water consumption, waste reduction and low carbon living. We have continued to appeal to the joint efforts of Branch colleagues in maintaining a green office environment.

Clean Air Initiatives

To demonstrate the HKSAR Government's commitment in improving the air quality of Hong Kong, the then Chief Executive signed the Clean Air Charter on behalf of the HKSAR Government in November 2006. CITB's performance in fulfilling the commitments of the Clean Air Charter is illustrated below: -

<i>Commitment</i>	<i>Performance</i>
(a) Achievement in Attaining World Class Standards	We have observed and complied with all the applicable ordinances and regulations on environmental protection related to our operation during the reporting year.
(b) Continuous Emissions Monitors at Significant Sources	The commitment is not applicable to CITB as our operation is mainly office-based which will not generate significant air emissions.
(c) Information Publication	We publish information on our energy and fuel consumption in the Controlling Officer's Environmental Report (COER) every year. The COER is uploaded onto our website for access by the public.
(d) Enhancing Energy Efficiency	We have enhanced energy efficiency by adopting various energy saving measures in our operation such as setting air-conditioning temperature within the range from 22-26°C, using energy-efficient office equipment, adjusting lighting to minimum requirements for illumination, encouraging colleagues to dress smart casual during summer months, etc.
(e) Controlling Air Pollution on High Pollution Days	Staff are encouraged to share pool car services and use public transport for duty trips whenever possible. Staff are also reminded not to use products with high VOC (Volatile Organic Compounds) content which, according to research, will lead to smog formation.

<i>Commitment</i>	<i>Performance</i>
(f) Experience Sharing	We attend briefings and experience sharing workshops hosted by EPD/EMSD and frequently visit GovHK's theme page on Environment to acquire relevant knowledge and new ideas on environmental protection for adoption in the offices. We welcome staff's suggestions and feedback on our COER. We also regularly post green tips onto our bulletin board to enhance staff's awareness of green office environment.

Conclusion

We shall continue our endeavours to protect and improve the environment through green management practices in the Branch. We shall closely monitor our environmental performance on energy, paper consumption as well as the use of green products, and where applicable take advantage of new technologies to help preserve nature. We shall also strengthen our efforts to recycle waste papers and other recyclable wastes, and to enhance staff's awareness through various internal communication channels e.g. bulletin board, e-mail, notices and publicity posters.

Feedback and Enquiries

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